



Special Event Application Packet

Dear Event Planner:

We are excited you have chosen Louisville as the location in which to hold your special event. In an effort to make the event application experience as smooth and efficient as possible, we have created this packet of information to help you plan your event. Attached, you will find a planning check list to help you determine which forms you need to complete and submit with your application. You need only submit the forms applicable to your event.

You will be assigned a contact person in the City Manager's Office who will help you through the application process. The City Manager's Office can answer any questions you may have about conducting a special event in the City of Louisville. The success of your event relies upon you providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits, and help to head off any potential problems or concerns.

Prior to planning your event, the City asks you to consider your impact on the City's general functions, the impact on neighbors, including noise and limited access, emergency responders' access to roads, street closures' impact on businesses, etc. If your event will cause inconveniences or disturbances, the City respectfully requests that you consider a range of alternatives to decrease those negative impacts as much as possible.

The City requires your completed event application be submitted 60 days in advance of your event. Please be advised that certain procedures may be lengthy, such as acquiring proof of insurance, obtaining a liquor license, etc., so please plan accordingly. *Applications received with less than 60 days advance notice will be charged additional rush processing fees and some permits may not be able to be approved.*

The following packet (available at City Hall, 749 Main Street and or online at www.LouisvilleCO.gov) will help you plan appropriately. If you have questions, do not hesitate to call us. When you have completed all of the required forms, submit them with your application fee to the City Manager's Office at 749 Main Street. We will contact you when your application has been completely processed by all of the appropriate City departments (approximately 35 days in advance of your event for on-time applications), or if you have provided incomplete information or something in your plan requires modification.

Once your application has been approved you will be provided with an estimate for any required City services during your event. You will also receive your permits documents from the City. You will need to have these items with you at the event as proof of authorization.

Our hope is to provide an efficient process for reviewing and approving your event. Please don't hesitate to contact us.

Thank you,

Suzanne Janssen
Special Events Coordinator
303.335.4581
749 Main Street, Louisville CO 80027
SuzanneJ@LouisvilleCO.gov

Meredyth Muth
Public Relations Manager
303.335.4536
749 Main Street, Louisville CO 80027
MeredythM@LouisvilleCO.gov



Special Event Application Checklist

Please review this packet carefully and be sure to submit all necessary paperwork. We cannot process incomplete applications.

CHECKLIST:

- ☐ **Fees** *Make check payable to the City of Louisville*
 - \$200 – application fee (non-refundable)
 - \$100 – late fee (if submitted less than 60 days prior to the event)
 - \$500 – security deposit check

All event holders are required to complete these forms.

- ☐ Rule & Regulations (Form #1)
- ☐ Event Application (Form #2)
- ☐ Site Plan/Route Map/Traffic Control Plan

All events must provide a certificate of insurance listing the "The City of Louisville, its officers and employees" as additional insured on the policy. This form is due to the City a minimum of 7 days prior to the event. Detailed information about this is listed in the Rules and Regulations.

- ☐ Certificate of Insurance

Answer the questions in the application to determine which of these forms are required.

- ☐ Street Closure Requirements Form (Form #3)
- ☐ Live Music Permit (Form #4)
- ☐ Mobile Retail Food Permit (Form #5)
- ☐ Special Event Liquor License Application (Form #6)
- ☐ Vendor Sales Tax License Application (Form #7)

Due within 2 days following your event

- ☐ Post Event Checklist (Form #8)

Special event permits are required for groups of more than 25 people using any City property (right-of-way, street, park, trail, open space, etc.) including City-sponsored, non-profit, school, or commercial groups. The person or organization that is legally and financially responsible for the special event (the "responsible organization"), as a condition of being granted a special event permit within the City, agrees to abide by the following rules, regulations and conditions established by the City of Louisville as follows, as well as any additional conditions placed on the permit at the time of approval:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City.
2. The safety of the event and the participants is the greatest concern of the City. For use of City streets, a Traffic Control Plan that meets Model Traffic Code standards must be included with the application. **If traffic control is not provided as represented in the application, the City reserves the right to shut down the event.**
3. The City may require full street closures for races or events depending on the number of participants or event type. Any event that has participants crossing City streets in the course of the event will be required to have a traffic marshal (identified with a fluorescent vest) at every street crossing.
4. An off-site parking plan may be required if impacts on the surrounding neighbors are determined by the City to be too great based on the size of the event (including expected participants and number of street closures). Please encourage your guests to consider alternative transportation (bike, bus, carpooling).
5. To the fullest extent permitted by law, the responsible organization shall indemnify and hold harmless the City, its officers, officials, and employees from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101, et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
6. The City has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the responsible organization and participants. The City's insurance does not cover the responsible organization. The responsible organization agrees to comply with all of the terms, conditions and stipulations of this permit, all ordinances of the City, other applicable laws and understands that failure to comply will result in immediate revocation of the special event permit.
7. The responsible organization shall procure and maintain, at its own cost, general liability insurance covering claims that may arise during the event, including participant and spectator liability, in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 5 of these "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. **The City of Louisville, its officers and employees must be listed as additional insured on the policy, and the responsible organization shall provide a certificate of insurance to the City no later than 7 days before the event.**
8. Adequate crowd control, including ingress and egress control, noise control, restroom facilities, space for anticipated number of participants, clean-up, and trash removal are all the responsibility of the responsible organization.
9. If holding the special event on City property, the responsible organization shall, upon conclusion of the event, return the site to its pre-event condition immediately following the event including the removal of course markings and signage. Spray paint may not be used to mark courses.

10. Vendors at the event shall pay all sales tax applicable to the sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event.
11. If two or more special events requests come in at the same time and each plans to use the same City property on the same date, the City gives priority to City-sponsored events and specific established local, civic groups. For all other conflicts the event receiving all necessary approvals first shall have precedence. Applicants may apply for a permit no earlier than one year in advance of the event.
12. Complete event applications must be submitted to the City a minimum of **60-days before the event**. The timeline requirements for approval are mandatory. Failure to submit completed applications may cause your application to be denied. The City is not responsible for lost revenue if the organizer advertises the event and takes in revenue for the event and the permit is not approved.
13. The responsible organization will ensure that no resident in the area of the event will be denied access to his or her residence or place of business as a result of the event.
14. Event notices are required for the surrounding area and must be delivered to affected residences and businesses a minimum of 10 days prior to the event. City staff may require two notifications depending on the size and impact of the event. Notice must include a contact phone number for event staff during the event. The City can provide a mailing list or map of the affected area.
15. The City of Louisville cannot issue permits or approve activities on behalf of other jurisdictions, such as the Louisville Fire Protection District, Boulder County Health Department, the Colorado Department of Transportation, Boulder County, the City of Lafayette, the Town of Superior, the City of Boulder or the Boulder County Sheriff's Office. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and for the use of private property.
16. The City of Louisville cannot guarantee availability of public property for special events. The City has the discretion to limit the number of events in a particular area (e.g., downtown, Community Park) to mitigate the impact on residents and property owners.
17. The City may deny any permit request that conflicts with construction work, street repairs, or other events.
18. Applications must be complete at the time of submittal. Incomplete applications will be returned to the applicant.
19. The City may require the responsible organization to pay for a City event attendant or police officer to be in attendance at the event to ensure the event is completed safely and the conditions of the permit are being met. This may be required based on the complexity of the traffic control plan, the impact on residents, and if similarly situated events have generated concerns in the past.
20. The Louisville Fire Protection District (LFPD) may require medical staff be on site for an event. Should that be required, the LFPD has first right of refusal to provide those services. Fees for such services are available at www.louisvillefire.com.
21. Failure to comply with these rules and the conditions of the permit may result in the event being shut down or a denial of future permits.
22. Additional conditions may be placed on the final permit as the City determines.
23. I have read, understand and agree to the regulations and rules, set forth and any other conditions required by the City and hereby represent and warrant that I have full authority to bind the responsible organization/event organizer to all terms, conditions and requirements of the special event permit.

Responsible/Sponsoring Organization

Authorized Signatory for Organization

Date

Special event permits are required for groups of more than 25 people using any City property (right-of-way, street, park, trail, open space, etc.) including City-sponsored, non-profit, school, or commercial groups. Permit applications are accepted up to 1 year in advance of the date of the event and at least 60 days in advance of the date of the event.

Prior to planning your event, the City asks you to consider your impact on the City's general functions, the impact on neighbors, including noise and limited access, a street closures' impact on businesses, as well as emergency responders' access to roads ,etc. If your event will cause inconveniences or disturbances, the City may request that you implement alternatives to decrease negative impacts as much as possible.

Type of Event:

- ☐ Concert/Performance
☐ Fair/Festival

- ☐ Sporting Event/Race
☐ Parade

☐ Other _____

EVENT INFORMATION:

Event Name: _____
Event Date: _____
Location: _____
Start/End Times: _____
Number of Attendees: _____ Number of Event Staff: _____
On Site Contact Person During Event: _____
Cell Phone Number: _____
Event Website: _____

APPLICANT INFORMATION:

Applicant Name: _____ Phone: _____
Email: _____
Address: _____
City: _____ State: _____ Zip Code: _____

GENERAL EVENT INFORMATION/SUMMARY:

Please write a short description of your event.

Special Event Application

SITE PLAN:

All applications must include a detailed site plan that shows the precise layout of the event. Applications will not be processed without a Site Plan. It must include:

- Map including all affected streets, alleys, and rights-of-ways, including those that will be impacted or closed.
- Route map for distance events such as runs or parades.
- A traffic control plan that meets Model Traffic Code standards and shows all barricades and other traffic control devices.
- Location of all traffic marshals
- Location and size of stages, structures, bleachers, tents, electrical.
- Location of bathrooms/portalets
- Location of dumpsters/trash/recycling/compost.
- Liquor premises
- Location of amplified sound/music speakers
- Location of vendors/food trucks

EVENT DETAILS:

Please answer the following questions so we can better understand your event, its impacts, and know what regulations apply.

Are you expecting over 500 people? _____YES _____No

If yes, depending on the impact of your event, you may, as directed by the City, be required to:

- Provide parking for your staff/volunteers
- Provide parking for your guests
- Provide bicycle parking
- Petition the affected residents and businesses for their permission
- Provide advance notification signage at the site or on the course
- Sanitation Plan
- Medical Plan
- Pay for City staff or Police attendance at the event

Are you closing streets or using any streets? _____YES _____No

If yes, please see the Street Closure Requirements Form (Form #4)

Are you holding the event at a park or the Steinbaugh Pavilion? _____YES _____No

Park rentals are completed electronically at www.LouisvilleRecreation.com under facility rentals.

Steinbaugh rentals can be made by calling Suzanne Janssen at 303.335.4581.

Is your event zero-waste? _____YES _____No

The City encourages zero-waste events. You may inquire with staff to see if City funding is available to help with zero-waste costs for large events.

Will you be having amplified sound or live music? _____YES _____No

If you will be in a residentially zoned area, please complete a Live Music Permit (Form #5)

Will you be having a tent? _____YES _____No

If yes, ask if you will need to have an inspection from the Louisville Fire Protection District.

Will you be having a food truck? _____YES _____No

If yes, your food vendors must complete a Mobile Retail Food permit (Form #9).

Special Event Application

Will you be using a generator? _____YES _____No
If yes, please see Form #9 for details.

Are you planning to serve or sell alcohol to the public? _____YES _____No
If yes, please complete the Special Event Liquor License Application (Form #6)

Will you have vendors at your event selling merchandise or food? _____YES _____No
If yes, each vendor must please complete a Vendor Sales
Tax License Application (Form #7)

Will you be requesting additional event signage? _____YES _____No
If yes, ask if a permit is required.

Do you need a police presence at the event? _____YES _____No
If yes, how many officers are you requesting? _____
Officers may or may not be available, and the event organizer will be charged for the officers' time.

Are you affecting any RTD bus routes (DASH or 225)? _____YES _____No
If yes, you must inform RTD of the event a minimum of 2 weeks in advance of the event.

Special Event Application

EVENT AND DATE: _____

INTERNAL REVIEW:

Operations Division Review on File	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Public Works Engineering Review on File	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Police Department Review on File	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Parks & Recreation Department Review on File	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Planning Department Review on File	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Fire District Review on File	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

Comments:

APPROVAL CONDITIONS

ADDITIONAL CONDITIONS/SPECIAL TERMS/STIPULATIONS:

Required to have ____ police officers at the event

- \$58/hour for police officers
- \$72/hour for police supervisors
- \$50/car

Required to have ____ event attendants at the event (\$____ per hour charge)

- 1.
- 2.
- 3.
- 4.
- 5.

This application is approved, subject to all terms, conditions, and stipulations stated above and those in the Rules and Regulations form completed and signed by the event coordinator.

CITY MANAGER

DATE

The City may require a street closure for any event if it is deemed necessary for the safety of the participants. If the event uses any City street, a Traffic Control Plan (TCP) that meets Model Traffic Code standards must be included with the application in your site plan and approved by the City. Street closures are allowed only using Manual on Uniform Traffic Control Devices (MUTCD) approved barricades. (Fencing, cones, and other devices are not approved methods for street closures.) TCP's must be clear and legible for review or the application will be returned.

Oversight of barricade set-up and removal is the responsibility of the applicant. If a barricade company provides this service to the event, it is the event coordinator's responsibility to make sure the barricade company is aware of the rules and has the approved TCP.

General rules to follow for traffic control are listed below.

- For lane and shoulder closures the City requires a cone every 5 feet within 50 feet of an intersection. Beyond 50 feet, cones are required every 75 feet.
- Stay right/left signs required at every intersection of a lane or shoulder closure.
- Type III barricades are required for full street closures (cones and saw horse barricades are not sufficient).

If traffic control is not provided as represented in the TCP, the City reserves the right to delay or cancel the event.

The City offers traffic control devices and barricades on a very limited basis and there may be a fee for their use. To request the use of City signs and barricades, please complete the form on the back and return it with your application.

Public Works Operations Signs & Barricades Loan Form

Name _____	Phone _____
Address _____	
Event _____	Date _____
Pickup/Drop Off Date _____	Return Date _____

Items may be picked up and returned to Public Works Operations at 1600 Empire Road between 7:00 A.M. and 3:30 P.M., Monday through Friday. Item(s) loaned:

Items	Quantity	COST PER	RENTAL COST

Acknowledgement

I agree to set up the road closure according to the approved traffic control plan. I also accept the responsibility to maintain the closure barricades and signs during the event. I take responsibility and will replace the cost of the barricades loaned should they be damaged or stolen.

Signature _____ Date _____

Return verified by _____

Date _____

**LIVE MUSIC PERMIT APPLICATION
FOR RESIDENTIALLY ZONED AREAS**

APPLICANT NAME: _____ ADDRESS _____

APPLICANT PHONE NUMBER: _____

EVENT DAY: (Check One) __ Su __ M __ T __ W __ Th __ F __ Sa and DATE : _____

STARTING TIME _____ AM/PM FINISH TIME _____ AM/PM

EVENT LOCATION: _____

NUMBER OF PEOPLE EXPECTED TO ATTEND _____

What type of live musical performance or musical group? Please answer the following -

Number of band members _____ Instruments to be played and amplification methods

Please describe proposed crowd control methods:

- **Attach a description and diagram of the structure or property where the performance will occur, including: dimensions, location of entrances and exits, parking facilities, and restroom facilities.**

**THERE IS A \$20.00 PERMIT APPLICATION FEE FOR LIVE MUSIC TO BE PLAYED IN A
RESIDENTIALLY ZONED AREA.**

IF LIVE MUSIC WILL BE PLAYED IN A RESIDENTIALLY ZONED AREA, THE CITY CLERK MUST NOTIFY IN WRITING ALL NEIGHBORS WITHIN A 200-FOOT RADIUS OF THE PERFORMANCE SITE. IF THERE ARE NO OBJECTIONS TO THE APPLICATION RECEIVED WITHIN 15 DAYS OF THE NOTICE, THE CITY CLERK CAN APPROVE THE APPLICATION. IF THE CITY CLERK RECEIVES OBJECTIONS TO THE PERFORMANCE, THEN THE CITY CLERK SHALL REFER THE APPLICATION TO THE CITY MANAGER FOR A FINAL DECISION. THE CITY MANAGER MAY ARRANGE A PUBLIC MEETING PRIOR TO MAKING A FINAL DECISION.

Applicant agrees to comply with all of the terms, conditions, and stipulations of this permit, all ordinances of the City of Louisville, and all other applicable laws, and understands that failure to comply will result in the immediate revocation of this permit.

Applicant Signature

Date

APPROVED BY CITY CLERK ON _____
Date

City Clerk

If needed:

APPROVED BY CITY MANAGER ON _____
Date

City Manager



Mobile Retail Food Vending Application and Permit

ITEMS REQUIRED PRIOR TO SUBMITTAL:

- Completed City of Louisville Applications:
 - Mobile Retail Food Vending Application and Permit (this form)
 - Sales and Use Tax Application (attached & required (use one form)
 - Parks and Recreation Special Events Permit (attached & required for any operation in City parks or plazas)
- County Health Department License (attach copy with application if applicable*)
- State of Colorado Sales & Use Tax License (attach a copy, or provide number on application)
- Sketch plan of operating location, including street addresses
- Application / Permit Fees:
 - No Fee for Mobile Retail Food Vending Permit
 - \$25 for City Sales and Use Tax License (if applicable)
 - \$100 for City Parks and Recreation Special Events Permit (if applicable)
- Consent of property owner(s) for an accessory use on private property. (attach a copy of the consent letter(s) with the application)
- Consent of restaurant owner(s) if within 150 of existing restaurant(s), required for a temporary use permit to operate on public property. (attach a copy of the consent letter(s) with the application))
- Certificate of Insurance (for mobile retail food establishments, food vehicles and vending carts on public property) naming City of Louisville as additional Insured in the liability amount of \$1,000,000/occurrence.

** Ice cream vendors in Boulder County may not need a health department license. Other vendors must submit proof from their county health department that they do not require a license.*

Note: Applicants are required to obtain a City of Louisville sale and use tax license from the City of Louisville Finance Department. The separate application is attached.



Mobile Retail Food Vending Application and Permit

GENERAL CRITERIA

- Applicants must submit all required documentation prior to obtaining a permit (see above);
- Operators must locate at least 150 feet from a restaurant. Distances shall be measured by the City on official maps as the radius from the closest points of the property perimeter in which the mobile retail food establishment, mobile food vehicle, or mobile vending cart are located to the closest point of the designated property perimeter of the restaurant;
- Permits must be kept and displayed to the public;
- Operators cannot operate before 7:00 am or after 9:00 pm;
- Operators must attend to the use at all times and are responsible for maintaining trash, recycling, and composting receptacles and ensuring the area remains clean;
- Operators cannot impede the safe movement of vehicular, bicycle, and pedestrian traffic, or play amplified music;
- The use of signs/banners in or alongside the public right-of-way or across roadways is not allowed. Signs must be permanently affixed to or painted on the mobile food vehicle or mobile vending cart, or in the case of a mobile retail food establishment, attached directly to the table, awning, canopy or similar item upon or under which sales are directly made.

SPECIFIC CRITERIA FOR OPERATION ON PUBLIC PROPERTY

- The use is permitted in all non-residential zoning districts but is not permitted on public property in residential zone districts (except for ice cream vendors, which are permitted in residential districts).
- Operators may operate within 150 feet of a restaurant if written consent of the restaurant owner(s) is provided at application.
- Permits are valid for 30 days per calendar year and no more than 5 days consecutively.

Note: Mobile retail food establishments, food vehicles and vending carts contracted for private catered events, or associated with events reserved inside the Louisville Art Center in Memory Square Park are allowed to operate on public property in residential zone districts.

SPECIFIC CRITERIA FOR OPERATION ON PRIVATE PROPERTY

- The use is permitted in non-residential zoning districts except the agricultural and mixed use residential zone districts.
- The use is permitted for private catered events in residential districts. If the use will operate from the public right-of-way (e.g., food truck parked on street rather than private driveway), a right-of-way permit must be obtained from the City.
- Applicant must obtain written consent from property owner(s).
- Permits are valid as an accessory use and must adhere to the accessory use setback requirements of each zone district.



Applicant Information	
Name:	Date:
Organization / Business Name:	
Mailing Address:	
Business Phone:	Cell Phone:
Email:	
State Sales / Use Tax License #:	Date Issued:

Please select the type of mobile retail food vending vehicle you will be operating:

- ☐ **Mobile Food Vehicle** means a readily movable, motorized-wheeled vehicle or a towed vehicle designed and equipped to store, prepare, or serve, and sell food.
- ☐ **Mobile Retail Food Establishment** means a retail food establishment that reports to and operates from a commissary and is readily moveable and equipped to serve food (e.g., food tent).
- ☐ **Mobile Vending Cart** means a readily movable cart equipped to prepare, store or serve, and sell food and not exceeding a size of four feet in width by ten feet in length, excluding roof overhangs and wheels, by eight feet in height.

Please select the type of location being requested (check all that apply):

- ☐ **Private Property (accessory use)*** – Specific Address(es) – list all that apply:

- ☐ **Public Property (temporary use)*** – Specific location(s) – list all that apply:

- ☐ **Public Property (Special Event)** – (Parks and Recreation Special Event Permit required, or proof of inclusion on an event organizer's vendor list)

** Consent of property owner(s) is required for all locations on private property. Consent of restaurant owner(s) is required for all locations **on public property** within 150' of a restaurant. Please submit proof of consent as locations are added.*



Application Certification	
<p>I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property when applicable. I acknowledge and agree that the application is subject to all the terms and conditions for a temporary use found in Title 17 of the Louisville Municipal Code, and subject to all other City of Louisville ordinances, rules and regulations. I acknowledge any permit issued confers no property, contract or other right, and is issued solely for purposes of compliance with the requirements of Title 17 of said Code.</p> <p>I understand that any false statements or omissions are a basis for denial or revocation of this permit and for denial of future permits. I further acknowledge that I have read the applicable regulations attached to this permit application and agree to fully comply with the regulations set forth by the City of Louisville and any terms and conditions placed upon any permit issued as they relate to the mobile retail food establishments, mobile food vehicles and mobile vending carts.</p>	
Applicant Signature:	Date:
Planning Division Approval:	Date:
Finance Department Approval:	Date:
Parks and Recreation Department Approval (if applicable):	Date:
Public Works Department Approval (if applicable):	Date:

CITY OF LOUISVILLE SPECIAL EVENTS LIQUOR LICENSING

- **What type of license is available to me for a one-time event?** A Special Events Permit may be obtained for one-time events. Permits can be obtained for the sale, by the drink, of fermented malt beverages (3.2% beer) or malt, vinous, or spirituous liquor.
- **Who qualifies for a Special Event Permit?** A Special Event Permit may be issued to any organization that is non-profit **and** registered with the Secretary of State for the purposes of a social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain; or which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes; or which is a regularly established religious or philanthropic institution; and to any political candidate.
- **Do I need a permit if the alcohol will be given away?** Alcohol may be given away or sold without a permit if the event is open only to members of the organization or club. When an event is open to the public, a special events permit is required regardless of whether or not the alcohol is sold or given away.
- **Is there a limit to the number of permits an organization can obtain?** Organizations can obtain fifteen (15) special events permits per calendar year.
- **What are the requirements to obtain a Special Events Permit?** Applications for Special Events Permits must be submitted for consideration by the City Clerk's Office at least 30 days prior to the event and must include Application for a Special Events Permit, Special Events Questionnaire, diagram of licensed premises, Certificate of Good Corporate Standing, and proof of possession of premises through a deed, lease, or written permission **in applicant's name**.
- **How long does it take to get a Special Events Permit?** Applications for a Special Events Permit must be submitted at least 30 days prior to the scheduled event, and are typically processed within those 30 days.
- **What is the process once an application has been submitted?** The City Clerk's Office processes all Special Events Permit Applications. In the event concerns arise through the public posting process, the application will be forwarded to the Louisville Local Liquor Licensing Authority for Public Hearing and determination.
- **Where do I obtain an application packet to proceed with this process?** Application packets are available at the City Clerk's Office, 749 Main Street, Louisville, Colorado, (303) 335-4574 and included here.

This information is provided as a courtesy by the Louisville City Clerk's Office. This may not be all that is involved in obtaining a Special Events Permit and information contained herein may be subject to change. This is not intended to be legal advice, and applicants are encouraged to contact the City Clerk's Office for additional information or clarification.

SPECIAL EVENTS LIQUOR LICENSE APPLICATION PROCESS AT A GLANCE

- Step 1** Obtain **Special Events Permit Application Packet** from City Clerk's Office and Review
- Step 2** Complete Special Events Permit Application Packet using **Policies and Guidelines**
- Step 3** Submit completed Special Events Permit Application Packet **in duplicate** to the City Clerk's Office for processing (keeping an additional copy for your records) at least 30 days prior to scheduled event.
- Step 4** City Clerk's Office notifies applicant to pick up and to post **Public Notice** (prepared by City Clerk's Office) on proposed premises within fifteen (15) days from submittal of application. Applicant is responsible for paying costs of producing Notice.
- Step 5** City Clerk's Office processes Special Event Permit Application
- Step 6** City Clerk's Office approves Special Event Permit Application or, if in the event concerns arise through the posting of the Public Notice, schedules a **Public Hearing** at which time the Local Liquor Licensing Authority will review the application.
- Step 7** Upon approval of application by the City Clerk's Office or the local Liquor Licensing Authority a **City Special Events Permit** will be issued by the City Clerk's Office. Licenses can be picked up by applicant in the City Clerk's Office.
- Step 8** State Liquor Enforcement will be notified of the event.

SPECIAL EVENTS PERMIT POLICIES AND GUIDELINES

These policies and guidelines have been established to assist your organization in having a successful event and to assure it is run in an efficient manner enabling you to obtain permits for future events.

Qualifications

In order to qualify for a special event permit, an applicant must be non-profit and registered with the Secretary of State for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain; or which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes; or which is a regularly established religious or philanthropic institution; and to any political candidate who has filed the necessary reports and statements with the Secretary of State.

Organizations cannot obtain more than fifteen special event permits in one calendar year.

Application

- ✓ Submit a fully completed application, either **typewritten or printed in black ink**, and signed
- ✓ Complete Special Events Permit Questionnaire including signature
- ✓ Attach 8-1/2" X 11" diagram showing where liquor and/or beer will be served and consumed and indicating entrances and exits
- ✓ Attach Certificate of Good Corporate Standing (non-profit), dated within the last two (2) years
- ✓ If a political candidate, attach reports and statements filed with the Secretary of State
- ✓ Attach deed, lease, or written permission to use premises **in applicant's name**

In an effort to process applications more efficiently for the applicant, incomplete applications cannot be accepted.

Posting

The City Clerk's Office will provide, not more than fifteen (15) days after receipt of application, a Public Notice of Application sign the applicant will be required to pick up and post at the premises where the event is to be held. Applicant is responsible for paying the cost of the Notice. The Notice must be posted in accordance with **Posting Requirements** included in this packet.

Fees

Fees must be submitted to the City of Louisville. The fee schedule is as follows:

City of Louisville

- Fermented Malt Beverage (3.2%) \$10/day plus application fee of \$25
- Malt, Vinous & Spirituous Liquor \$25/day plus application fee of \$25



APPLICATION FOR A SPECIAL EVENTS LIQUOR PERMIT

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT AND ONE OF THE FOLLOWING: (see back for details – check which one applies to your organization)

- ☐ Social
- ☐ Fraternal
- ☐ Patriotic
- ☐ Political
- ☐ Athletic
- ☐ Chartered Branch, Lodge or Chapter of a National Organization or Society
- ☐ Religious Institution
- ☐ Philanthropic Institution
- ☐ Political Candidate
- ☐ Municipality Owning Arts Facilities

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

- ☐ MALT, VINOUS AND SPRITUOUS LIQUOR - \$25.00 APPLICATION FEE PLUS \$25.00 PER DAY
- ☐ FERMENTED MALT BEVERAGE(3.2 BEER) - \$25.00 APPLICATION FEE PLUS \$10.00 PER DAY

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE _____

STATE SALES TAX NUMBER _____

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (STREET, CITY, ZIP) _____

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (STREET/LOCATION IN LOUISVILLE) _____

NAME	DATE OF BIRTH	HOME ADDRESS	PHONE NUMBER
4.PRES./SEC'Y OF ORG. OR CANDIDATE			
5.EVENT MANAGER			

6. HAS APPLICANT ORGANIZATION OR CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDER YEAR? YES ___ NO ___ IF YES, HOW MANY DAYS? ___

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? YES ___ NO ___ IF YES, TO WHOM? _____

8. DOES APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? YES ___ NO ___ (you must include a copy of this with your application)

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

DATE	DATE	DATE	DATE	DATE
HOURS FROM .M TO .M	HOURS FROM .M TO .M	HOURS FROM .M TO .M	HOURS FROM .M TO .M	HOURS FROM .M TO .M

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature _____

Title _____

Date _____

REPORT AND APPROVAL OF LOUISVILLE LOCAL LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED

Special Event Permit Packet

Form #6

Signature _____

Title _____

Date _____

APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

____ Appropriate fee.

____ Diagram of the area to be licensed (not larger than 8 1/2" X 11") reflecting bars, walls, partitions, ingress, egress and dimensions.

Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.

____ Copy of deed, lease, or written permission of owner for use of the premises.

____ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or

____ If not incorporated, a NONPROFIT charter; or

____ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

APPLICATION MUST FIRST BE SUBMITTED TO THE LOUISVILLE LOCAL LICENSING AUTHORITY AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.

THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)

(12-48-102 C.R.S.) - A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non-profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

SPECIAL EVENTS LIQUOR PERMIT QUESTIONNAIRE

- 1) What type of an event is planned (i.e., benefit, annual, quarterly, etc.)?
- 2) Explain in detail the nature of your organization, its' function, and who or what benefits from its' operations
- 3) Who or what organization will be the recipient of funds derived from this event?
- 4) How many attendees are expected at this event?
- 5) Describe the premises at which this event will take place
- 6) What type of security will be provided at this event?
- 7) How many security personnel will be on hand and how will they be identified?
- 8) If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.)?
- 9) What type of entertainment will be provided, if any, for this event?
- 10) What method will be used in checking identification for proper age of attendees (i.e., at the door, bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e., stamp or mark on hand, wrist bracelet, etc.)?

- 11) How will conduct and level of intoxication of attendees be monitored and by whom?
- 12) Have volunteers or members of your organization been trained in the sale/service of alcohol beverages? If yes, what training have they received and by whom?
- 13) What types of alternate beverages and food/snacks will be available?
- 14) Has a State Sales Tax number been obtained or applied for by you or a member of your organization? If so, please indicate that number below.
- 15) Explain how this event will be marketed describing what kinds of advertising material will be distributed and the targeted recipients of such material.
- 16) Who is responsible for removal of the alcohol from the premises at the end of the event and how will that be accomplished?
- 17) How is the organization obtaining the alcohol to be served at this event?

Please print out application materials and return to Louisville City Clerk's Office.

The above information provided to the Louisville City Clerk's Office is true and accurate to the best of my knowledge.

Applicant's Signature

Date

POSTING REQUIREMENT

I, _____, do hereby confirm that pursuant to the liquor laws of the State of Colorado and the City of Louisville, the premises known as _____ and located at _____ was conspicuously posted so as to be plainly visible to the general public from _____ to _____. The sign was posted within ten (10) days of the Public Hearing date.

Applicant Signature

Date

ALCOHOL BEVERAGE SELLING/SERVING GUIDELINES

The dispensing of alcohol beverages is a highly regulated venture and merits awareness of the laws and practices governing these beverages. The two key areas are **serving to under aged individuals** and **serving to intoxicated individuals**.

Recognizing the responsibility and liability associated with serving an alcohol beverage, those responsible for selling/serving alcohol beverages should:

1) NOT SERVE TO A PERSON WHO IS UNDER THE AGE OF 21 YEARS

Anyone appearing to be under the age of 21 should be asked for picture identification, preferably a valid driver's license, before being served.

2) NOT SERVE TO A PERSON WHO APPEARS TO BE INTOXICATED

Responsible consumption is encouraged and event organizers should not knowingly allow guests to enter the event if obviously intoxicated, or allow a guest to become intoxicated at the event.

Serving an intoxicated person is illegal and can subject the seller to both civil and criminal liability.

Those responsible for selling/serving should monitor the amount of alcohol consumed by guests and should be aware of any behavior changes that may occur as a result of drinking alcohol. Some reactions to watch for include:

Slurred or irregular speech
Inappropriate volume of speech
Poor coordination
Aggressiveness
Swaying or drowsiness
Walking into people
Stumbling into objects

Inappropriate laughter
Dazed/glassy look in eyes
Inability to complete sentences
Spilling drinks or food
Inability to sit up straight
Bloodshot eyes

Certified seller/server training is available for volunteers of organized events. Information can be obtained by contacting the Louisville City Clerk's Office at (303) 335-4574.

It is the responsibility of the license holder for a special event to obey all State and local laws regarding the service of alcohol. The above information is meant only as a guideline provided as a courtesy by the Louisville City Clerk's Office. It does not relieve the license holder from any responsibility of obeying all applicable liquor codes, statutes, or regulations.



20____ SPECIAL EVENTS SALES TAX LICENSE APPLICATION

Sales Tax License Fee \$25.00

1 Trade (DBA) Name of Business		
Taxpayer Name Owner(s), Partner(s), or Corporation		
Business Location Address -Street, City, State, Zip-		
Mailing Address (if different) -Street, City, State, Zip-		
Local Business Phone () ext.	Local Business Fax ()	Business Email
Licensing Office Phone () ext.	Licensing Office Fax ()	Licensing Office Email
Sales Tax Office Phone () ext.	Sales Tax Office Fax ()	Sales Tax Office Email
Owner Name, Phone #, & Address () ext.		

2 Participating Event(s)		<input type="checkbox"/> Street Faire <input type="checkbox"/> 4th of July <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Farmer's Mkt <input type="checkbox"/> Taste of Louisville	
Business Description:			
Federal Tax I.D.		_____ - _____	
Colorado State Sales Tax #		_____ - _____	
Please select <u>one</u> of the following boxes below either: sales tax filing period or event participation months and file accordingly			
Sales Tax Filing Period		<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly \$2,857 in sales or more/mo \$2,857 in sales or less/mo	
Event Participation Months		<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	
For event participation months please only check the months that you will be participating in the event. You will not be required to file outside these months.			
Do you want us to mail you City tax returns?		<input type="checkbox"/> Yes <input type="checkbox"/> No Blank and self-calculating City tax returns are available on-line at www.louisvilleco.gov	
Date Business Started/Will Start, or Date of First Sale in Louisville		____ / ____ / ____	

3 I declare under penalty of perjury that the statements made in this application are true and complete to the best of my knowledge.		
Applicant or		
Authorized Agent Signature	_____	Date _____
Applicant Name (PRINT)	_____	<input type="checkbox"/> New Application
Applicant Title	_____	<input type="checkbox"/> Renewal

Post Event Checklist

Please complete this form and return it to Suzanne Janssen within 2 days after your event.

How many people were you anticipating? _____

How many participants did you have? _____

All trash, recycling, and course markings have been removed. _____ YES _____ No

All signs have been removed. _____ YES _____ No

All traffic control devices have been removed. _____ YES _____ No

Did any unexpected issues arise?
If yes, what were they? _____ YES _____ No

Did you receive any complaints?
If yes, what were they and how were they addressed? _____ YES _____ No